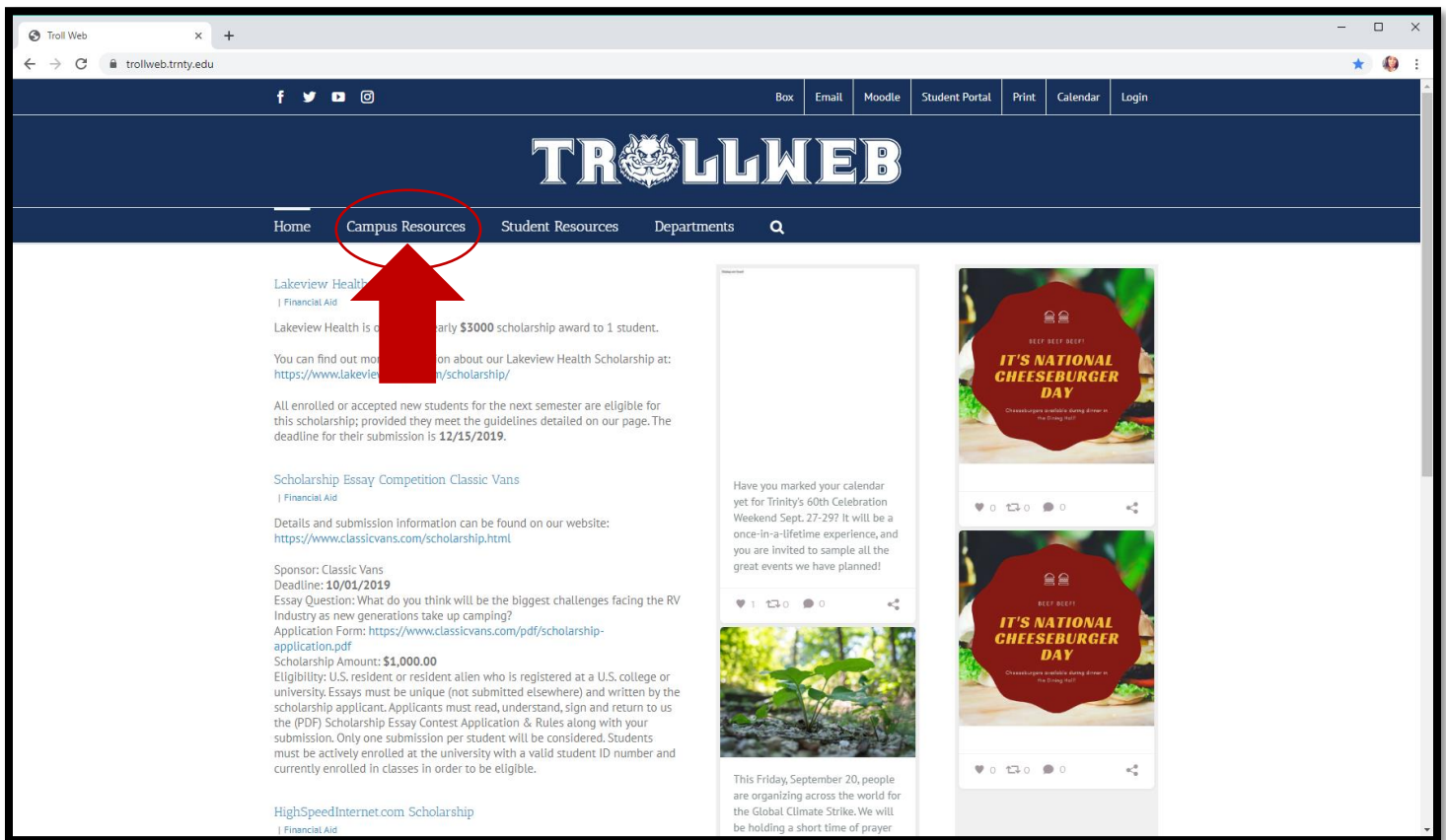# How to create an EMS event request:

Step 1: Log onto trollweb.trnty.edu

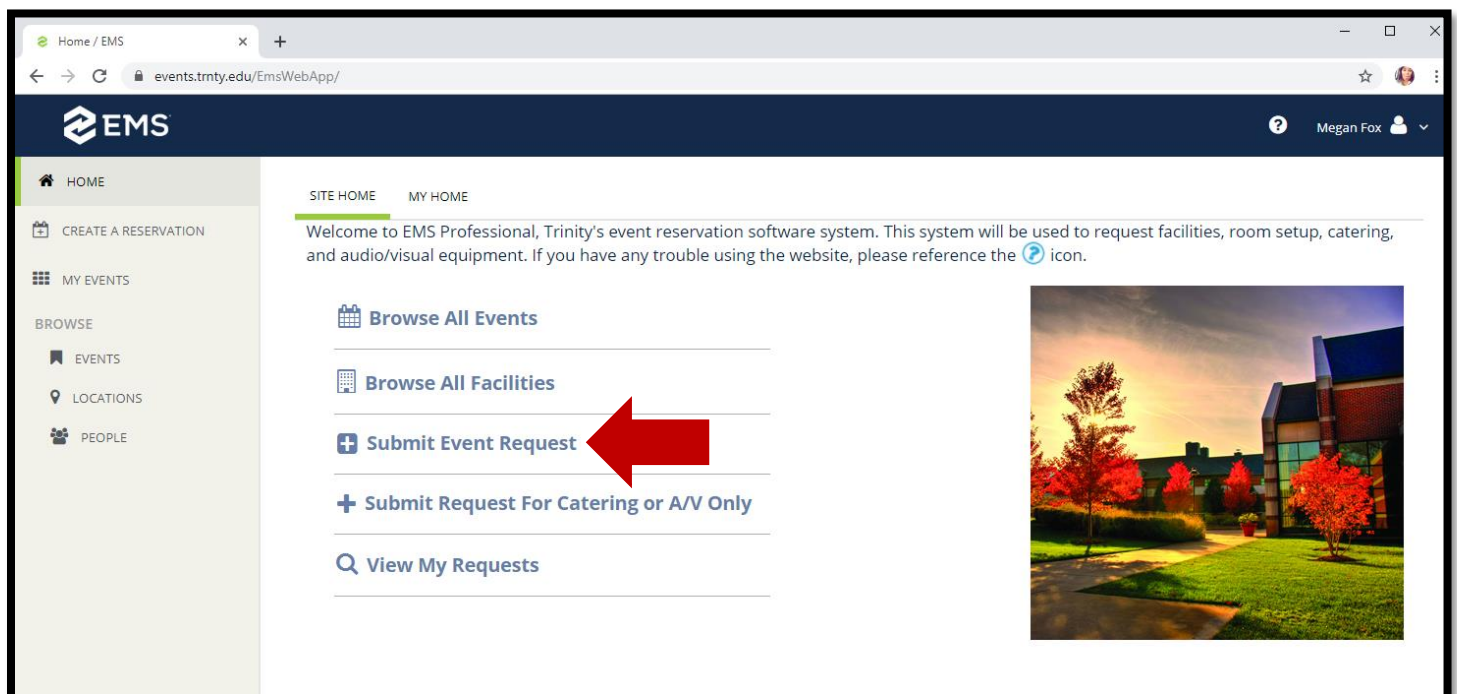Step 2: Under *Campus Resources* click *Event Scheduling.*

Step 3: Sign in with your Trinity Username and Password.
- This then brings you to the EMS website.

Step 4: Select the **Submit Event Request** button.
- If you already have an event scheduled, you can click the **View my Requests** button.

Step 5: Put in your Date, Start time, End time, and what room you plan to request.
- If your time falls on a grey block, that means your time and room is **NOT AVAILABLE**

Step 6: When you know the room you would like to reserve, click the **Green + button** to add that room to your reservation. The next screen will prompt you to add the **number of attendees**

Event Recurrence: This is for weekly or monthly meetings.

** Have a meeting that reoccurs every week or month? Use the Event Recurrence button next to where you select the date of your event.

Step 1: When does this event repeat? : Daily, Weekly, Monthly, or Yearly.

Step 2: Start date & end date.

Step 3: Start time and end time.

Want to add another date to your reservation?: Click on *View My Requests*, then click *New Booking*

Step 7: This is the page where you will input your **AV Services, Catering, Physical Plant- Furniture, Set-up info (Room Arrangement), and the Account Number** in which department you will be billing this event to.

** If you have a certain way you would like your event to be set up, please be sure to add the type and quantity of furniture you would like under *Physical Plant – Furniture.* **In addition** to adding this, please also add a *Set-Up Info (Room Arrangement)* description to your reservation. This helps your event go as you planned, and helps our physical plant set up your room with ease.

** Unsure of what exactly you want for catering? Select *"Please contact me with catering options"* and our Catering and Service Manager will contact you with options you can choose from.
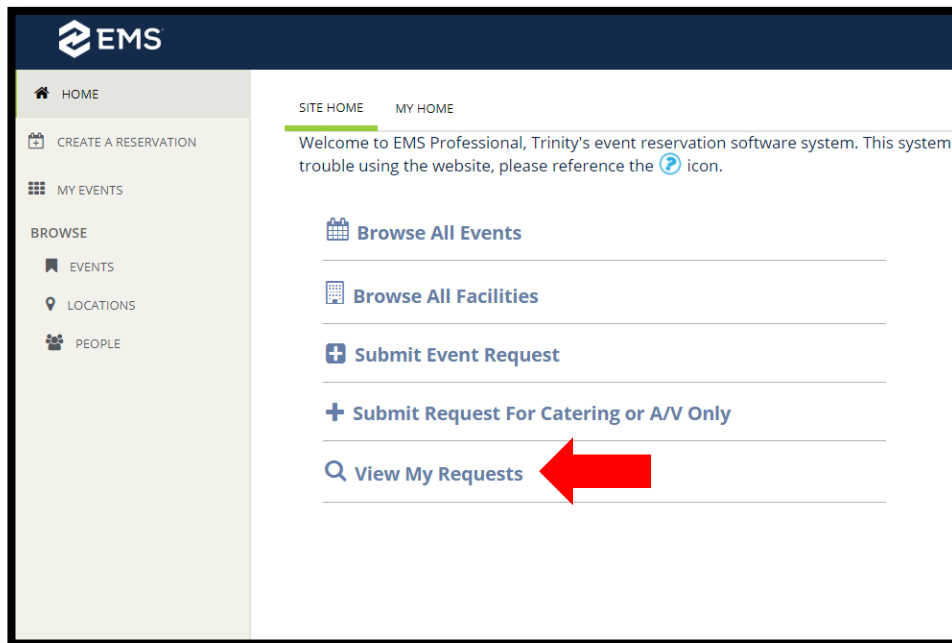
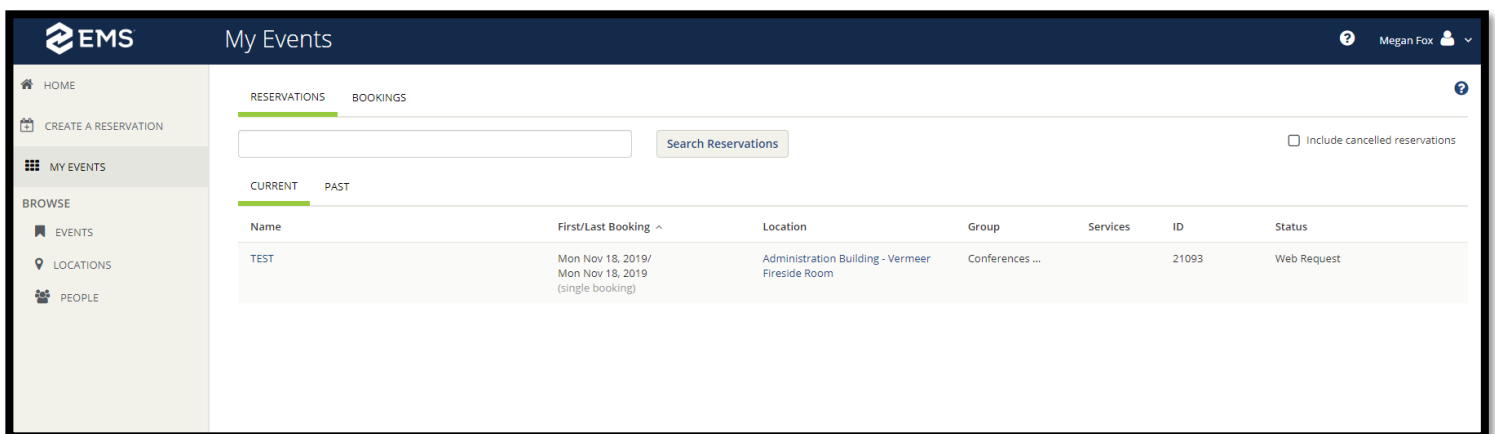** Have a question about AV? Contact our media production staff at (708)-239-4889

Step 8: Fill in the details for your reservation

- Event Name
- Event Type
- Group who is hosting the event
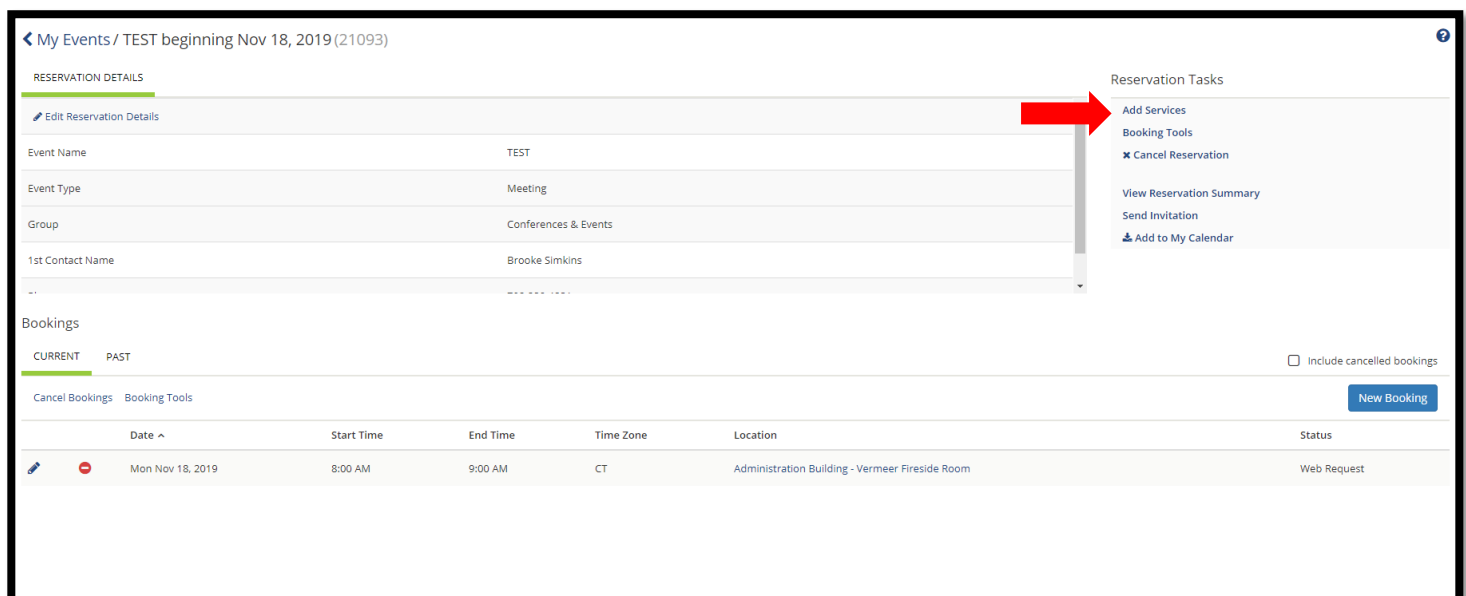- Contact for this event.

Need to add services?: Log back into EMS through TrollWeb and click on *View My Requests.*

Click on the event you are trying to edit.

Click on *Add Services* and edit or add the services you need.

CONGRATS! You made an EMS Reservation Request!

For any further information please contact
Kate deKoning at 708.293.4527

MORE USEFUL INFORMATION BELOW

Room Capacities

Administration Building	
Molenhouse Conference Room	12
Molenhouse Lounge	40
Vemeer Fireside Room	50
ArCC	
DeWitt Lobby	78
2nd Floor Lobby	50
Green Room	15
Black Box	150
Library	
Dutch Heritage Center	10
Lobby	25
Ozinga Chapel	
Auditorium	1100
Choral Room	60
Recital Hall	150
Grand Lobby	250